

## Slide 1 - of 21



# Workers' Compensation Medicare Set-Aside Portal (WCMSAP)

## Basic Functions Account Designee

Version 3.1, 3/31/2013  
CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <http://www.cms.gov/Medicare/Medicare.html>.

**Slide notes**

Welcome to the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Basic Functions & Registration - Account Designee course.

As a reminder, you may view the slide number you are on by clicking on the moving cursor. Additionally, you can view the narration by clicking the Closed Captioning [CC] button in the lower right hand corner of the screen.

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## Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP. All affected entities are responsible for following the applicable CMS instructions found at the following link:

<http://www.cms.gov/WorkersCompAgencyServices/>.

## Slide notes

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## Course Overview

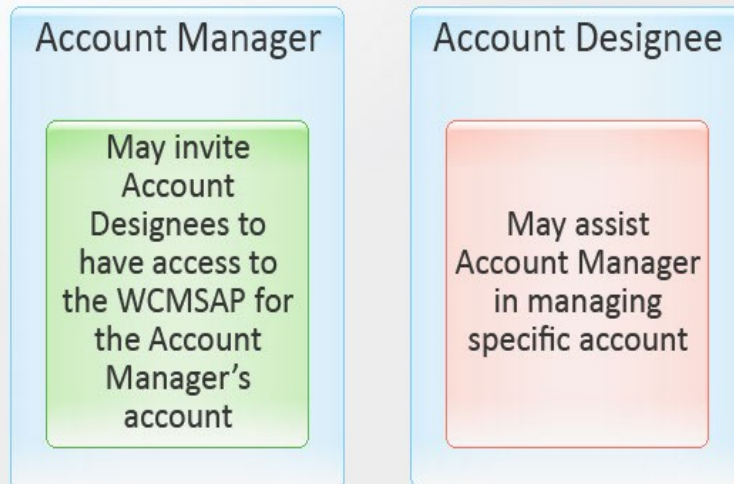
- Account Designee
  - Role
  - Basic Functions
  - Registration

**Slide notes**

This course will describe the role of the Account Designee, the basic functions available to the Account Designee, and Account Designee registration.

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## Account Designee - Role

**Slide notes**

An Account Manager for Corporate or Representative Account types may invite other individuals, known as Account Designees, to have access to the WCMSAP for the Account Manager's account.

Corporate accounts may have up to 20 Account Designees associated with one WCMSAP account; Representative accounts may have up to 5.

Account Designees may assist the Account Manager in managing a specific account.

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## Account Designee - Basic Functions

### Account Designee can (to their associated account)

- Be associated with multiple WCMSAP accounts (if invited by Account Manager)
- Change personal information
- Submit new cases
- Perform case lookups and view cases
- Update a case (including appending documentation)
- Replace documentation
- Access alerts
- Update work-in-progress information

### Account Designee cannot

- Be an Account Representative for any WCMSAP account
- Be the Account Manager for the same WCMSAP account
- Invite other users to the WCMSAP account
- Update WCMSAP account information

### Slide notes

Account Designees can: be associated with multiple WCMSAP accounts but only if invited by the Account Manager for those accounts; change their personal information on the WCMSAP; submit new cases for a given WCMSAP account;

perform case lookups and view cases with which they are associated (cases submitted by the Account Designee or assigned to them by the Account Manager); update (append documentation to) a case that they have been associated with;

replace documentation for cases that they have been associated with; access alerts for cases that they have been associated with; and update work-in-progress case information for cases that they have created or are associated with, as assigned by the Account Manager.

Account Designees cannot: be an Account Representative for any WCMSAP account, be the Account Manager for the same WCMSAP account, invite other users to the WCMSAP account, nor update WCMSAP account information.

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## Account Designee - Registration

Account Designees are required to register once on the WCMSAP and obtain a Login ID and Password

Account Designee will begin by clicking URL in invitation e-mail from cobva@ghimedicare.com

- E-mail contains specific token link
- Token link becomes inactive after 30 days of non-use
- Will also need Passphrase from Account Manager

### Slide notes

Account Designees are required to register on the WCMSAP and obtain a Login ID and Password before they can use the system.

The Account Designee will only register once.

Only one Login ID is needed no matter how many account IDs they will ultimately be associated with.

The Account Designee will begin the registration process by clicking on the URL in the invitation e-mail that was sent by the Coordination of Benefits Contractor (COBC).

The e-mail will come from cobva@ghimedicare.com.

Ensure that your spam filter software has been updated to allow receipt from this e-mail address.

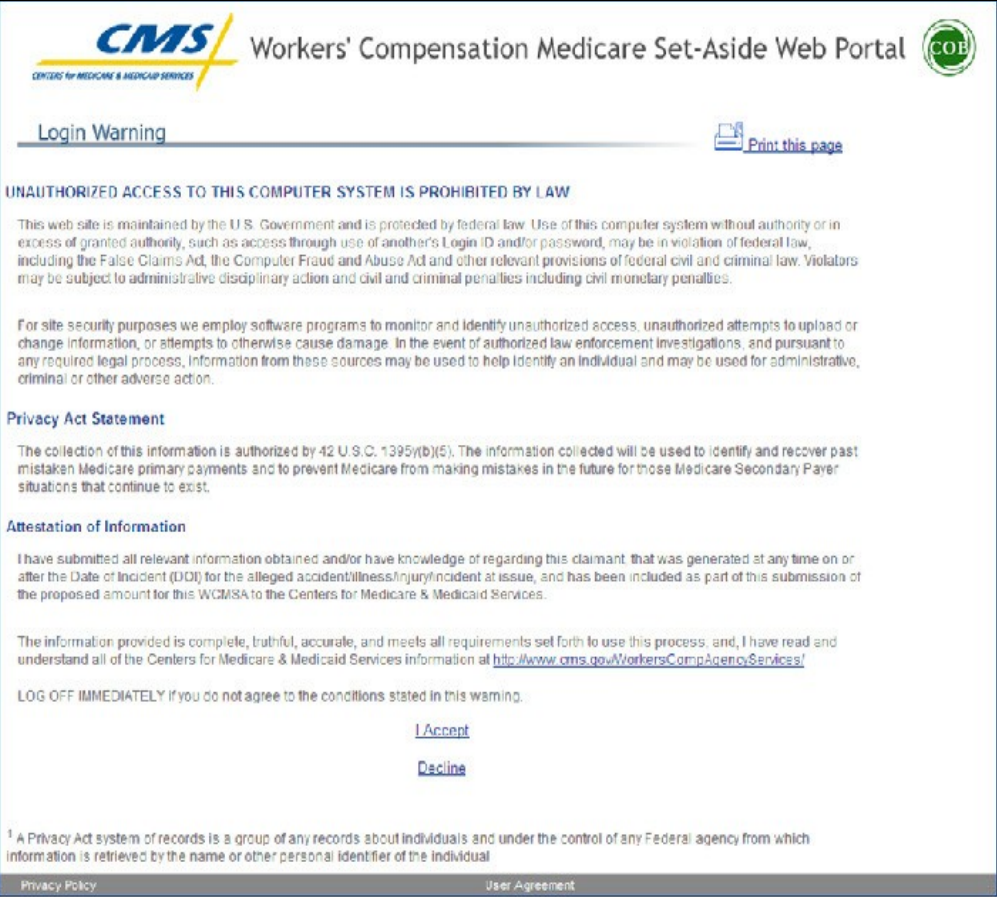
The URL in this e-mail contains a specific token which grants access to the registration site.

The token link becomes inactive after 30 days of non-use, so it is imperative that the Account Designee registers as soon as possible after receiving the invitation e-mail.


They will also need the Passphrase that was given to them from the Account Manager which must be entered during the registration process.




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The screenshot displays the 'Login Warning' page of the 'Workers' Compensation Medicare Set-Aside Web Portal'. The page features the CMS logo (Centers for Medicare & Medicaid Services) and a 'COB' (Covered by Medicare) seal. A 'Print this page' link is visible. The main content area contains a warning about unauthorized access, a privacy act statement, and an attestation of information. At the bottom, there are links for 'I Accept' and 'Decline', and a footer with 'Privacy Policy' and 'User Agreement' links.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

Login Warning  [Print this page](#)

**UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW**

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

**Privacy Act Statement**

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

**Attestation of Information**

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process, and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

<sup>1</sup> A Privacy Act system of records is a group of any records about individuals and under the control of any Federal agency from which information is retrieved by the name or other personal identifier of the individual

[Privacy Policy](#) [User Agreement](#)

## Slide notes

Once the URL in the invitation e-mail has been clicked, the Login Warning page will display, detailing the Data Use Agreement (DUA).

The DUA provides information about WCMSAP security measures including access, penalty and privacy laws. All users must agree to the terms of this warning each time they access the WCMSAP application.

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The screenshot shows the CMS Workers' Compensation Medicare Set-Aside Web Portal. At the top left is the CMS logo with the text 'CENTERS for MEDICARE & MEDICAID SERVICES'. To its right is the title 'Workers' Compensation Medicare Set-Aside Web Portal' and a circular 'COB' logo. Below the title is a 'Login Warning' section. It includes a 'Print this page' link with a printer icon. The main text states: 'UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW'. It then explains that the site is maintained by the U.S. Government and is protected by federal law, and that unauthorized access is prohibited. It also mentions that the site employs software programs to monitor and identify unauthorized access. Below this is a 'Privacy Act Statement' which states that the collection of information is authorized by 42 U.S.C. 1395y(b)(5) and will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future. It also mentions that information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. Below the privacy statement is an 'Attestation of Information' section. It states that the user has submitted all relevant information obtained and/or have knowledge of regarding this claimant that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services. It also states that the information provided is complete, truthful, accurate, and meets all requirements set forth to use this process, and that the user has read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>. Below the attestation is a 'LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.' section. At the bottom of the page are two buttons: 'I Accept' (highlighted with a red box) and 'Decline'. At the very bottom of the page are links for 'Privacy Policy' and 'User Agreement'.

**CMS** Workers' Compensation Medicare Set-Aside Web Portal 

[Login Warning](#)  [Print this page](#)

**UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW**

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

**Privacy Act Statement**

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

**Attestation of Information**

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process, and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

<sup>1</sup> A Privacy Act system of records is a group of any records about individuals and under the control of any Federal agency from which information is retrieved by the name or other personal identifier of the individual

[Privacy Policy](#) [User Agreement](#)

## Slide notes

Users must review the DUA and click the [I Accept] link at the bottom of the page to continue otherwise they will be denied access to the WCMSAP site and will be unable to register.



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[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Designee Registration

You have been assigned as a Designee to the following account:

**Corporate Name:** Company ABC

**Account Manager Information:**

Jane Doe  
Manager  
123 Street  
Towson, MD 21204  
EIN/TIN: 123456789  
Telephone: (800) 234-5678  
Email: jdoe@abc.com

To set up a Login ID for you to act as a Designee, you will need the pass-phrase created by the Account Manager.

If you do not have the pass-phrase, please contact the above Account Manager.

If you have already registered, please visit the [Workers' Compensation Medicare Set-Aside Welcome Page](https://www.cob.cms.hhs.gov/WCMSA) at <https://www.cob.cms.hhs.gov/WCMSA> to login.

**Enter the passphrase:**

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

[View and print the agreement below](#)

## Slide notes

If the Account Designee accepts the terms of the Login Warning, the Designee Registration page will display.

The Designee Registration page informs the user that they have been assigned as an Account Designee for the listed Account ID.

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[Home](#) [About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Logoff](#)

## Designee Registration

You have been assigned as a Designee to the following account:

**Corporate Name:** Company ABC

**Account Manager Information:**

Jane Doe  
Manager  
123 Street  
Towson, MD 21204  
EIN/TIN: 123456789  
Telephone: (800) 234-5678  
Email: jdoe@abc.com

To set up a Login ID for you to act as a Designee, you will need the pass-phrase created by the Account Manager.  
If you do not have the pass-phrase, please contact the above Account Manager.

If you have already registered, please visit the [Workers' Compensation Medicare Set-Aside Welcome Page](https://www.cob.cms.hhs.gov/WCMSA) at <https://www.cob.cms.hhs.gov/WCMSA> to login.

**Enter the passphrase:**

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.  
[View and print the agreement below](#)

## Slide notes

The Account Designee will enter the Passphrase given to them by the Account Manager.

Note: The Passphrase is case-sensitive. It must be entered exactly as it was given by the Account Manager.

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Enter the  
passphrase:

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

[View and print the agreement below](#)

### User Agreement

THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS (COB) SECURE WEB SITE

You must read and accept the terms and conditions contained in this User Agreement expressly set out below and incorporated by reference before you may access the COB Secure Web site.

Please check the following box:

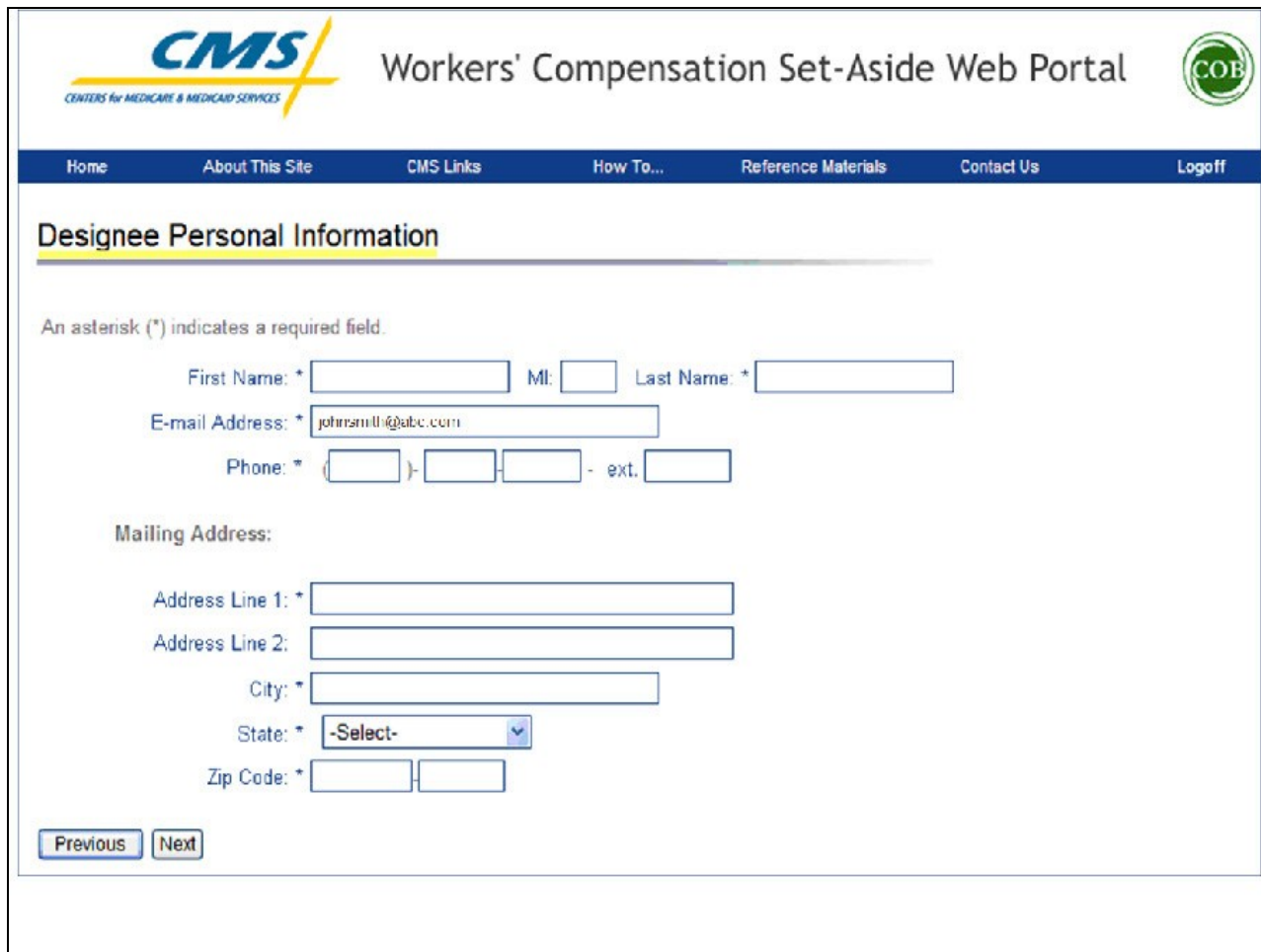
☒ I accept the User Agreement and Privacy Policy above

[Privacy Policy](#) [User Agreement](#)

## Slide notes

The Account Designee must review the DUA, check the box to accept the terms, and click Next to continue.

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The screenshot displays the 'Workers' Compensation Set-Aside Web Portal'. The header includes the CMS logo (Centers for Medicare & Medicaid Services) and a COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is titled 'Designee Personal Information' and includes a note: 'An asterisk (\*) indicates a required field.' The form fields are as follows:

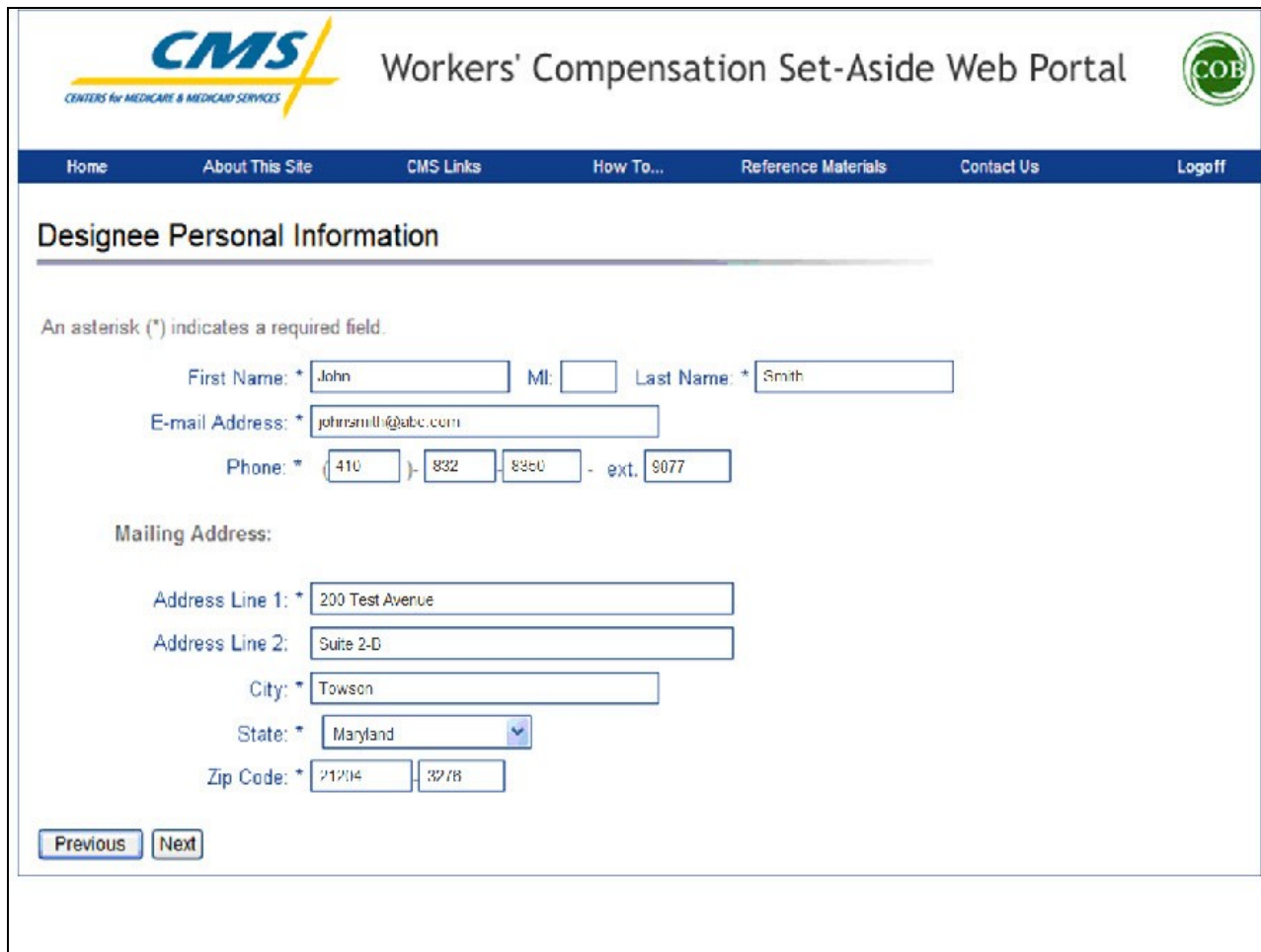
- First Name: \*
- MI:
- Last Name: \*
- E-mail Address: \*
- Phone: \* (  ) -  -  ext.
- Mailing Address:
  - Address Line 1: \*
  - Address Line 2:
  - City: \*
  - State: \*
  - Zip Code: \*  -

At the bottom of the form are 'Previous' and 'Next' buttons.

## Slide notes

The Designee Personal Information page will display.

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The screenshot displays the 'Workers' Compensation Set-Aside Web Portal' interface. At the top left is the CMS logo with the text 'CENTERS for MEDICARE & MEDICAID SERVICES'. To the right of the logo is the portal title 'Workers' Compensation Set-Aside Web Portal'. Further right is a circular 'COB' logo. Below the header is a navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is titled 'Designee Personal Information'. A note states: 'An asterisk (\*) indicates a required field.' The form contains the following fields: First Name: \* (text box with 'John'), MI: (text box), Last Name: \* (text box with 'Smith'), E-mail Address: \* (text box with 'johnsmith@abc.com'), Phone: \* (area code: (410), prefix: 832, number: 8800, extension: - ext. 9077), Mailing Address: (section header), Address Line 1: \* (text box with '200 Test Avenue'), Address Line 2: (text box with 'Suite 2-D'), City: \* (text box with 'Towson'), State: \* (dropdown menu with 'Maryland' selected), and Zip Code: \* (text boxes for '71204' and '3278'). At the bottom left are 'Previous' and 'Next' buttons.

## Slide notes

Enter the required information and click Next to continue. Note: Required fields are denoted by an asterisk (\*).

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The screenshot shows the 'Designee Login Information' page of the Workers' Compensation Set-Aside Web Portal. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Designee Login Information'. Below this, a paragraph states: 'The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided access and updating privileges'. To the right of this text is a 'QUICK HELP' button with a link 'Help About This Page'. Below the paragraph, it says 'Choose your Login ID and password carefully.' followed by a bulleted list of password requirements: must be changed every sixty (60) days; must consist of at least eight (8) characters; must contain at least one upper-case letter, one lower-case letter, one number, and one special character; must contain a minimum of four (4) changed characters from the previous password; cannot be changed more than once per day; must be different from the previous 6 passwords; and cannot contain a reserved word (with a link to 'Help About This Page' for a complete list). Below the list, a note states 'An asterisk (\*) indicates a required field.' followed by three input fields: 'Login ID \*', 'Password \*', and 'Re-enter Password \*'.

**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

**Workers' Compensation Set-Aside Web Portal**

COB

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

## Designee Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided access and updating privileges

**QUICK HELP**  
[Help About This Page](#)

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Login ID \*

Password \*

Re-enter Password \*

## Slide notes

The Designee Login Information page will display, where the Account Designee must set up a Login ID and Password and also select two Security Questions.



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## Designee Login Information

- Password
  - Must be changed every 60 days
  - Must be 8 characters in length
  - Must contain a mix of upper case letters, lower case letters, and numbers and a special character
  - Cannot be changed more than once per day
  - Does not contain 4 consecutive characters from the previous password
  - Must be different from the last 6 passwords
  - Cannot contain reserved words

### Reserved Words

Password, welcome, HCFA, CMS, system, Medicare, Medicaid, temp, letmein, god, sex, money, quest, 1234, or f20asya, Ravens, Redskin, Orioles, bullets, capitol, Maryland, Terps, doctor, 567890, 12345678, root, bossman, January, February, March, April, May, June, July, August, September, October, November, December, SSA, firewall, citic, admin, unisys, pwd, security, 76543210, 43210, 098765, Iraq, OIS, tmg, internet, intranet, extranet, att, Lockheed

### Slide notes

When choosing a Password, ensure that it:

is changed every 60 days; is 8 characters in length; contains at least one upper case letter, one lower case letter, one number, and one special character; is not changed more than once per day;

does not contain 4 consecutive characters from the previous password; is different from the last 6 Passwords; and does not contain a reserved word (i.e., Password, welcome, hcfa, cms, system, medicare, medicaid,

temp, letmein, god, sex, money, quest, 1234, or f20asya, Ravens, Redskin, Orioles, bullets, capitol, Maryland, Terps, doctor, 567890, 12345678, root, bossman, January, February, March, April, May, June, July, August,

September, October, November, December, SSA, firewall, citic, admin, unisys, pwd, security, 76543210, 43210, 098765, Iraq, OIS, tmg, internet, intranet, extranet, att, Lockheed).

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Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (\*) indicates a required field.

Login ID \*

Password \*

Re-enter Password \*

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 \*

Answer 1 \*

Security Question 2 \*

Answer 2 \*

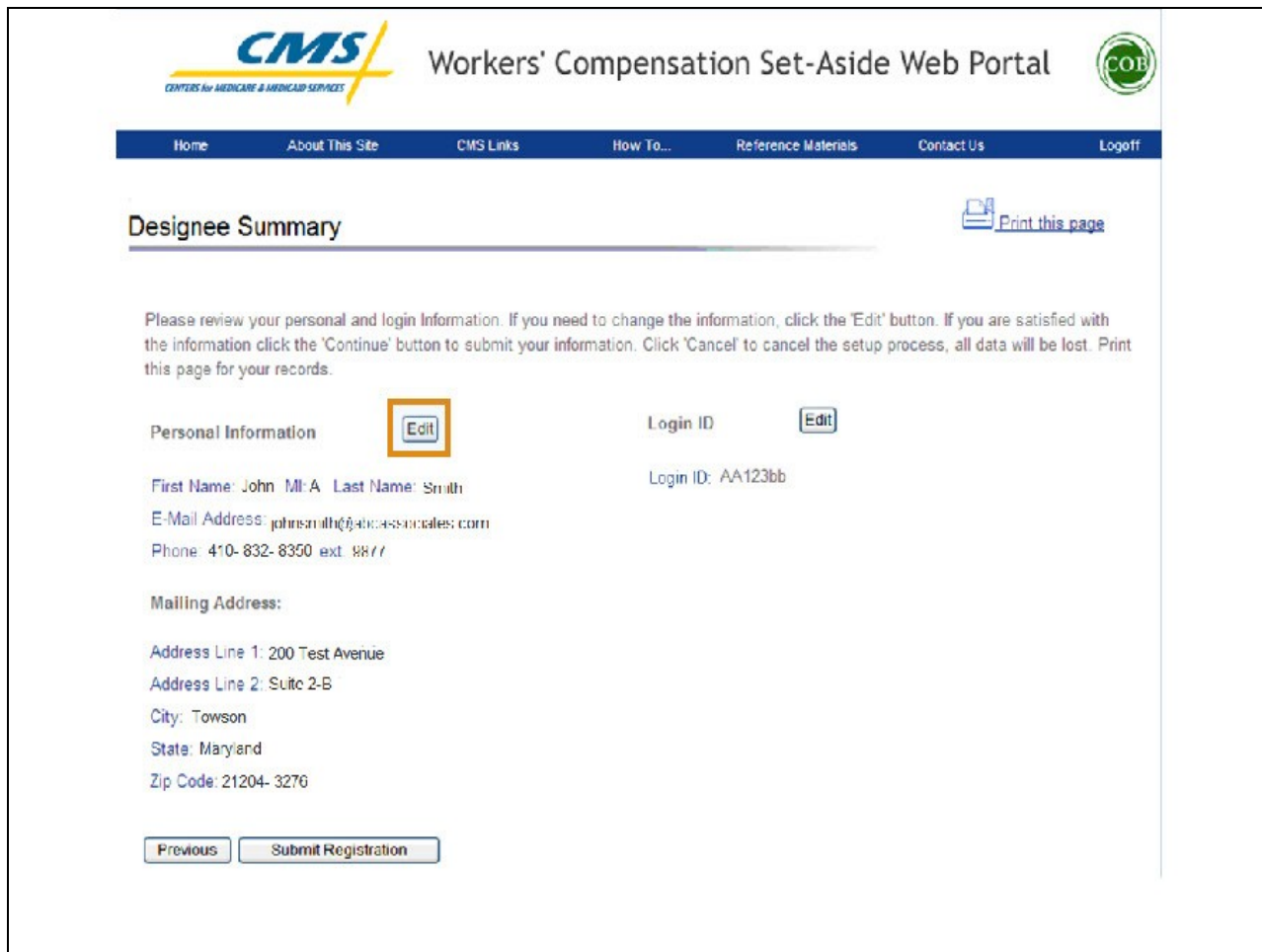
## Slide notes

The Security Questions will be used to assist the Account Designee in regaining account access if they forget their password.

The answers provided to these questions should be actual answers and not hints for the password.

Enter all required information and then click Next to continue.

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The screenshot displays the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Designee Summary', accompanied by a 'Print this page' link. A paragraph instructs users to review their personal and login information, with options to 'Edit', 'Continue', or 'Cancel'. The 'Personal Information' section is highlighted with an orange box and includes an 'Edit' button. The information displayed is: First Name: John, MI: A, Last Name: Smith; E-Mail Address: johnsmith@abc.com; Phone: 410-832-8350 ext. 8877. The 'Login ID' section shows 'AA123bb' with an 'Edit' button. The 'Mailing Address' section includes: Address Line 1: 200 Test Avenue; Address Line 2: Suite 2-B; City: Towson; State: Maryland; Zip Code: 21204-3276. At the bottom are 'Previous' and 'Submit Registration' buttons.

**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

**Workers' Compensation Set-Aside Web Portal**

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

**Designee Summary** [Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. [Print this page for your records.](#)

**Personal Information** **Edit**

First Name: John MI: A Last Name: Smith  
E-Mail Address: johnsmith@abc.com  
Phone: 410-832-8350 ext. 8877

**Mailing Address:**

Address Line 1: 200 Test Avenue  
Address Line 2: Suite 2-B  
City: Towson  
State: Maryland  
Zip Code: 21204-3276

**Login ID** **Edit**

Login ID: AA123bb

[Previous](#) [Submit Registration](#)

**Slide notes**

The Designee Summary page will display.

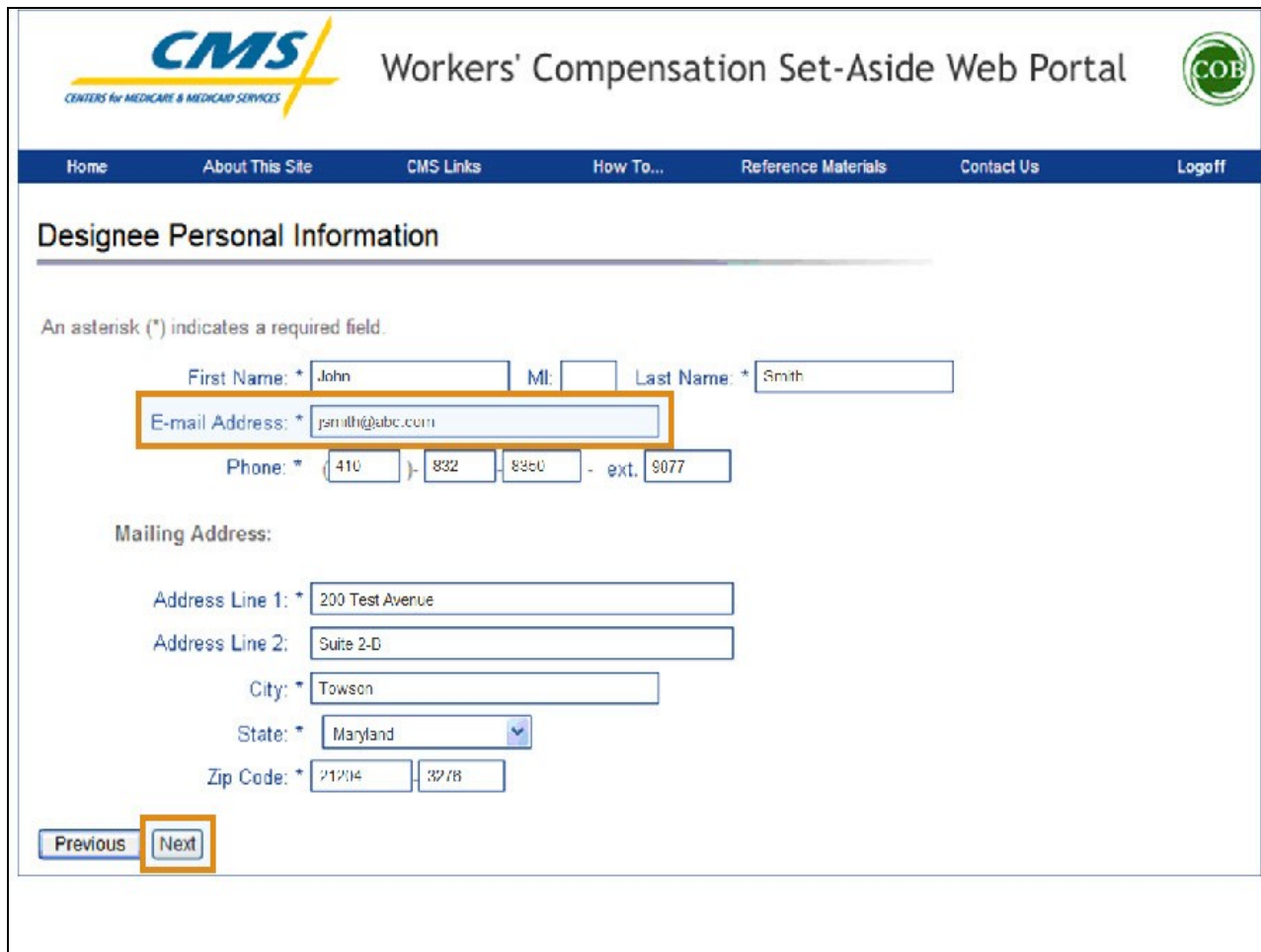
This page provides a summary of the information that has been entered during the Account Designee registration process.

Review this page for accuracy and completeness.

To make any corrections, click the Edit button next to the section that requires updates.

This action will return the user to the corresponding page.

## Slide 18 - of 21



The screenshot displays the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main section is titled 'Designee Personal Information' and includes a note: 'An asterisk (\*) indicates a required field.' The form contains the following fields:

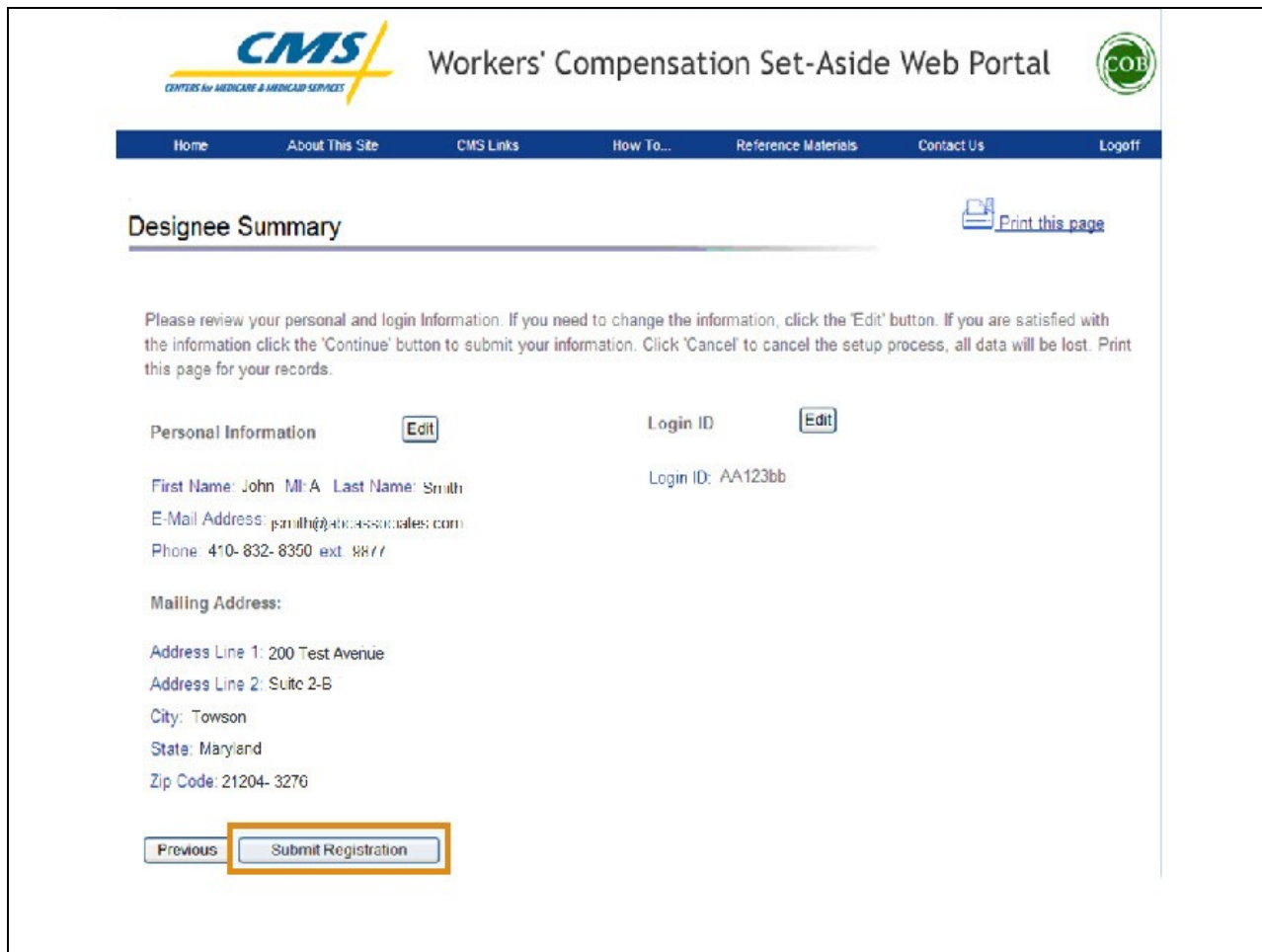
- First Name: \* John
- MI: [ ]
- Last Name: \* Smith
- E-mail Address: \* jsmith@abc.com
- Phone: \* (410) - 832 - 8800 - ext. 9077
- Mailing Address:
  - Address Line 1: \* 200 Test Avenue
  - Address Line 2: Suite 2-D
  - City: \* Towson
  - State: \* Maryland
  - Zip Code: \* 71204 - 3278

At the bottom, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with an orange border.

## Slide notes

Change any of the information as needed and click Next to navigate back to the Designee Summary page.

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The screenshot displays the 'Workers' Compensation Set-Aside Web Portal' for the CMS (Centers for Medicare & Medicaid Services). The page title is 'Designee Summary'. A navigation bar at the top includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'Print this page' link is located in the top right corner. The main content area contains a paragraph of instructions: 'Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.' Below this, there are two sections: 'Personal Information' and 'Login ID', each with an 'Edit' button. The 'Personal Information' section displays: First Name: John M, A, Last Name: Smith, E-Mail Address: jsmith@abc-associates.com, Phone: 410-832-8350 ext. 8877, and Mailing Address: Address Line 1: 200 Test Avenue, Address Line 2: Suite 2-B, City: Towson, State: Maryland, Zip Code: 21204-3276. The 'Login ID' section displays: Login ID: AA123bb. At the bottom, there are two buttons: 'Previous' and 'Submit Registration', with the 'Submit Registration' button highlighted by an orange border.

**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

**Designee Summary** [Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

**Personal Information** [Edit](#)

First Name: John M, A Last Name: Smith  
E-Mail Address: jsmith@abc-associates.com  
Phone: 410-832-8350 ext. 8877

**Mailing Address:**

Address Line 1: 200 Test Avenue  
Address Line 2: Suite 2-B  
City: Towson  
State: Maryland  
Zip Code: 21204-3276

**Login ID** [Edit](#)

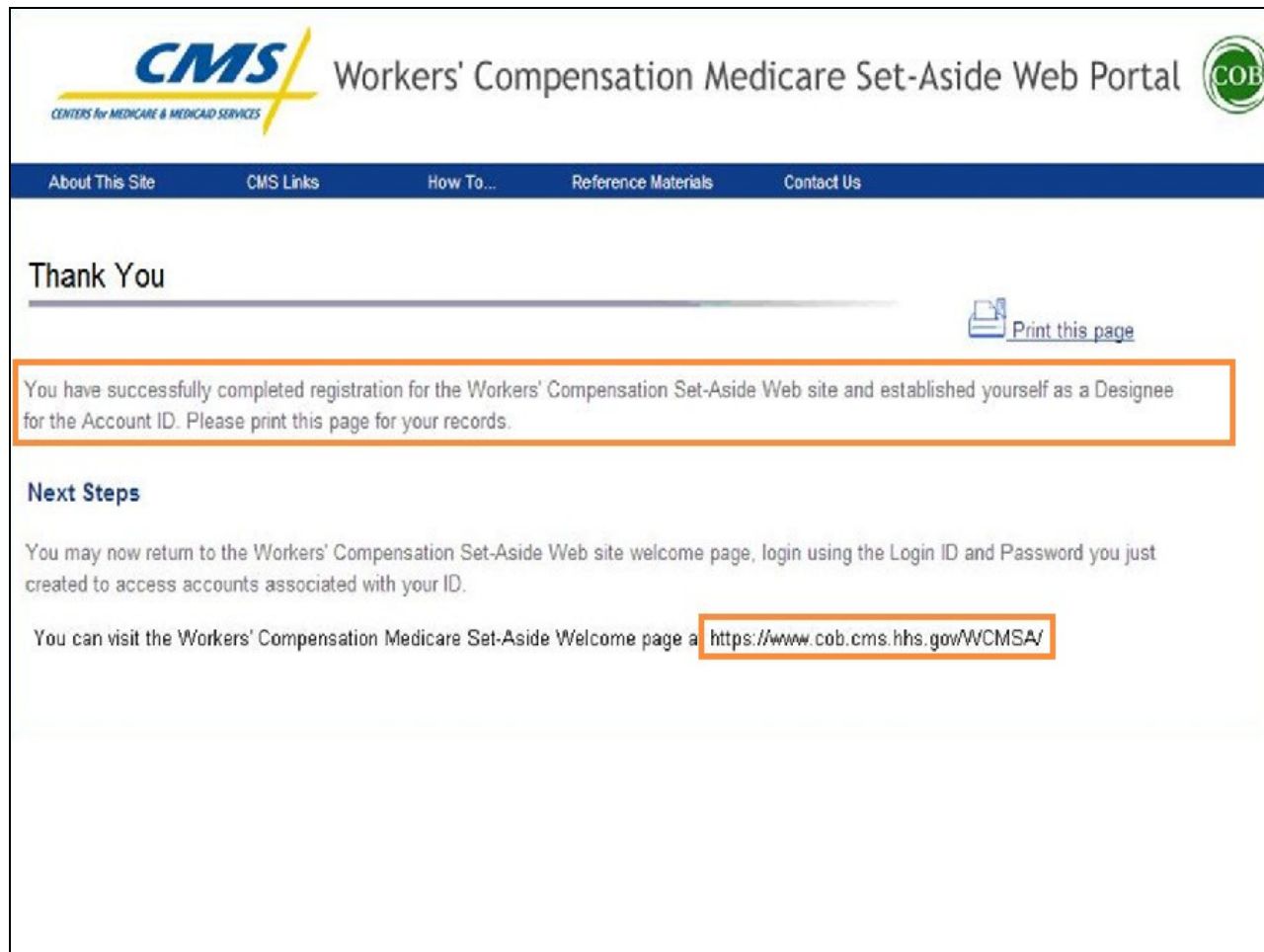
Login ID: AA123bb

[Previous](#) [Submit Registration](#)

## Slide notes

When all information has been verified for accuracy and completeness, click Submit Registration.

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The screenshot shows the 'Thank You' page of the Workers' Compensation Medicare Set-Aside Web Portal. The header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. The main content area features a 'Thank You' heading, a 'Print this page' button, and a message box stating: 'You have successfully completed registration for the Workers' Compensation Set-Aside Web site and established yourself as a Designee for the Account ID. Please print this page for your records.' Below this, the 'Next Steps' section instructs users to return to the welcome page and login using their ID and password. A link to the welcome page is provided, with the URL <https://www.cob.cms.hhs.gov/WCMSA/> highlighted in an orange box.

## Slide notes

The Thank You page will display stating that the Account Designee has been successfully registered on the WCMSAP.

Click the Workers' Compensation Medicare Set-Aside Welcome page link to go to the WCMSAP Welcome page to log in to the site and manage account information.



## Slide 21 - of 21



You have completed the WCSMAP Basic Functions and Registration - Account Designee course. The information in this course can be referenced by using the document at the link below.

<https://www.cob.cms.hhs.gov/WCMSA/help/userManual/WCMSAUserManual.pdf>

## Slide notes